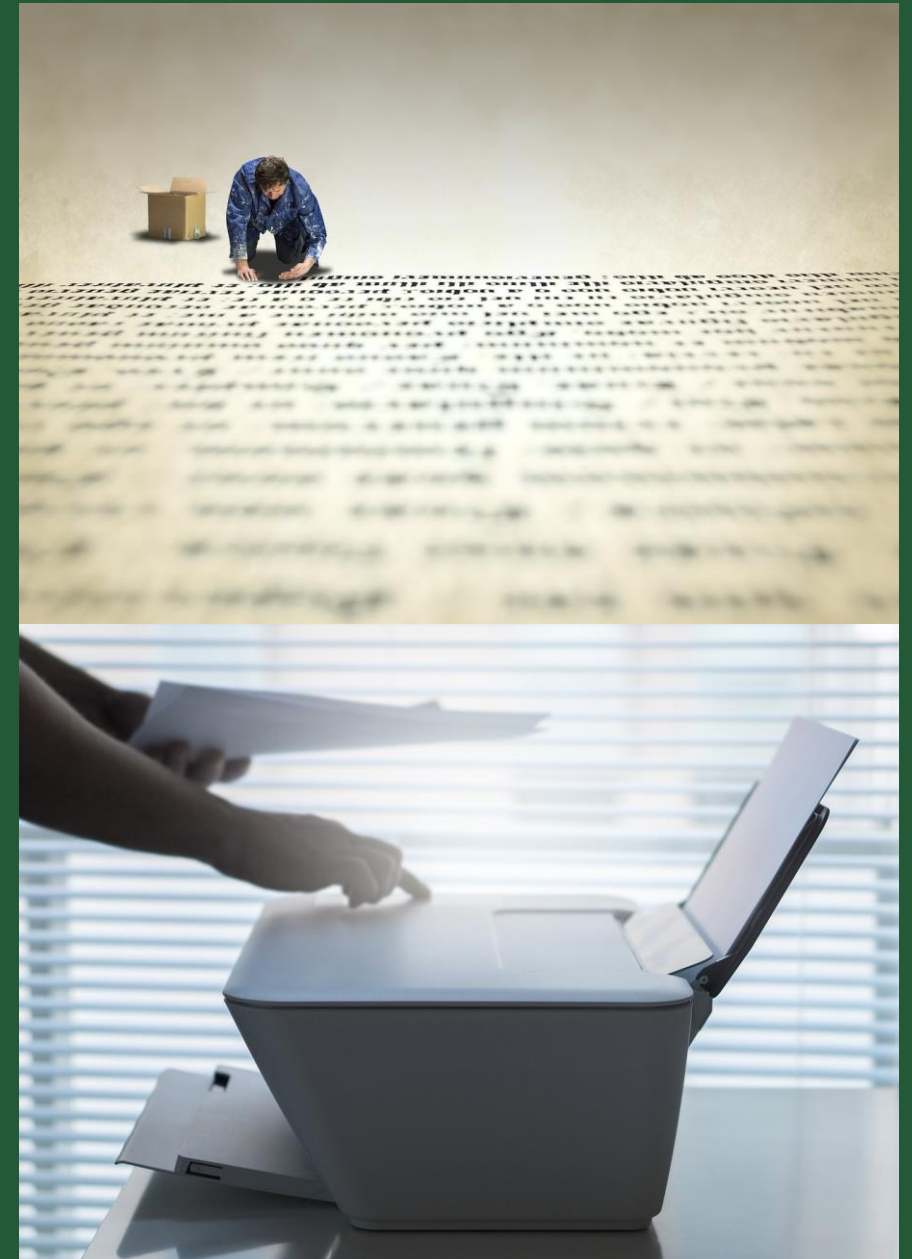


Printing in Alma With Automatic Email Manager (Namtuk)

January 22, 2019
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Systems Working Group



Webinar Outline

- Introduction
- Product description
- Why use this solution

- Product pages and links
- Pricing

- Setup printing for Alma
- Setup the application

- Best practices and tips
- Questions / comments

Introduction

- Alma is a cloud based solution that does not allow for direct connection to printers.
- It uses email printing to print reports and slips.
- It is due to security in Software as a Service (SaaS).
- Email printing allows for printing on any device.
- Alma email printing is for reports and slips.
- It is not for browser printing.

Automatic Email Manager Product Description

This application is an email to print manager. It sends emails and attachments straight to a designated printer. It does this in the background while the server/computer is running. It has the following features and requirements:

- Manage multiple emails, you only need to run one licensed application to manage all your printers.
- Print all attachments like PDF, Word, Excel, images, eFax, etc.
Alma will need to print PDF as well as the email body.
- Runs on Windows 10, 8, 7, Server.
Does not run on Linux or Mac.
- Add conditions to print only legitimate emails & attachments
- Extract email part to be printed with the data extractor.
- Doesn't need Outlook or any other email reader.
- Use conditions to process only legitimate emails & attachments.
- Create archives and backup your emails.

Why Use this Solution

- Generally low cost.
- Runs in the background.
- More options to manage and backup emails.
- Saves time.
- Can manage multiple email accounts

Who should use this application

- Libraries that have a IT department to manage the application.
- Libraries that have several printers.
- Libraries that can send print jobs to a print server.

Namtuk Product List



Automatic Email Manager

Do you need to receive your emails directly to your printer? or convert your emails to PDF automatically? You should try this program...

[GO TO OFFICIAL WEB SITE »](#)



My WinPopup Express

This program let you improve communication in your company; send, receive and organize instant messages over your local network.

[DISCONTINUED »](#)

<http://www.namtuk.com/products.aspx>



Product Pricing

1 license for \$89

- Per computer
- 1 yr. subscription
- 1 yr. updates



Our customers love it!

 **Trustpilot**  Excellent

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Note: These prices are only applicable for one order at a time.

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5 to 9 licenses	\$186/unit	Order +5 licenses »
10 to 49 licenses	\$182/unit	Order +10 licenses »
Over 50 licenses	\$178/unit	Order +50 licenses »

Perpetual license never expires, you always have latest version with unlimited support.

inager.com?languages=all

<https://www.automatic-email-manager.com/order-automatic-email-manager>

Alma Printer Email Setup

Mapping Table Cancel Save

You are configuring: SUNY Oswego [Change Organization Unit](#)

Email Include List i v

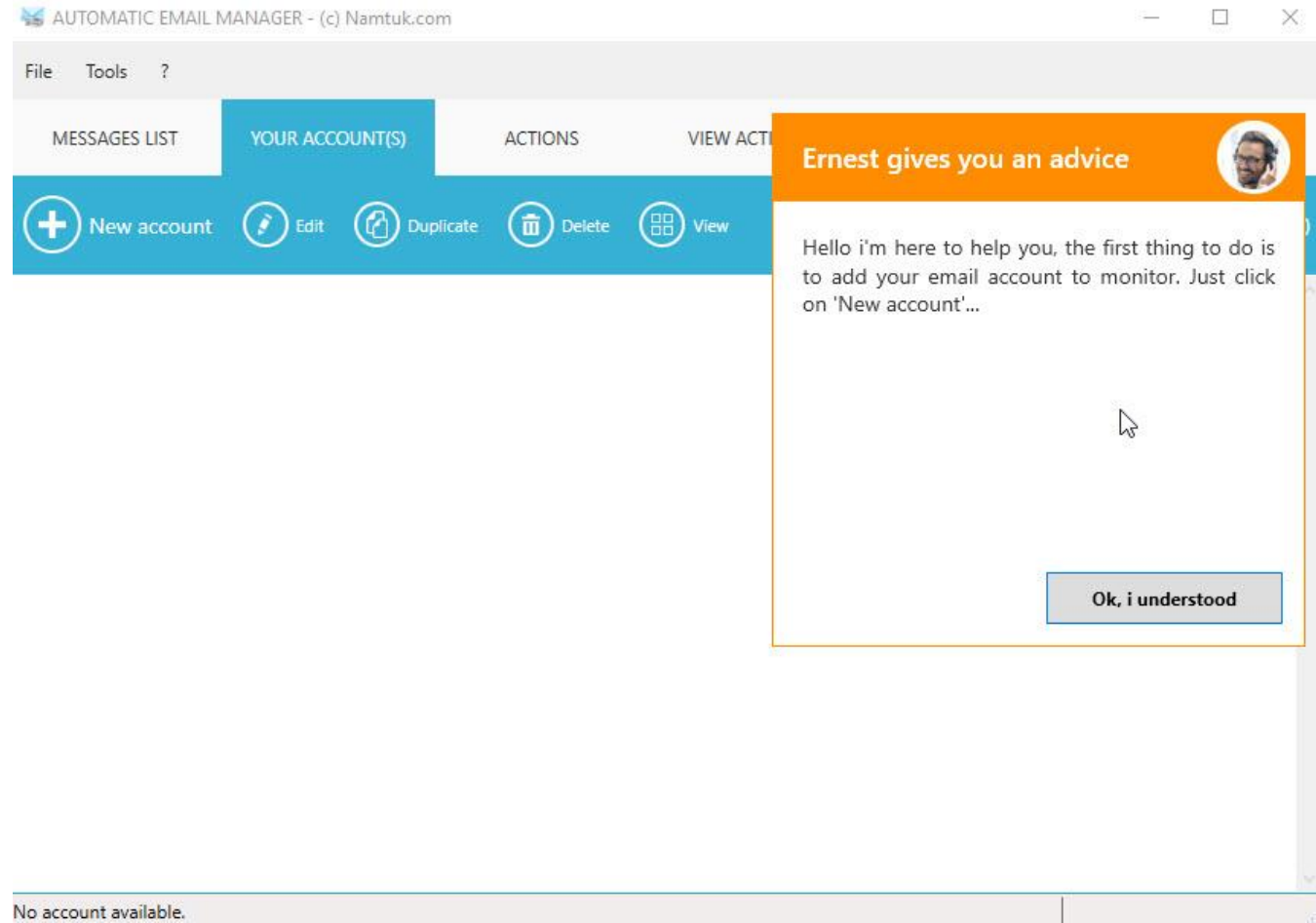
Table Description: Email Include List Managed in Network: No

Customization mode: Entire table needs to be customized

+ Add Row 📄

	Enabled	Email / Email Domain	Include list description	Updated By	Last Updated	
1	<input checked="" type="checkbox"/>	<input type="text" value="exlibrisgroup.com"/>	<input type="text" value="include only exlibris e-mails"/>	exL_impl	10/25/2018	⋮
2	<input checked="" type="checkbox"/>	<input type="text" value="██████████@oswego.edu"/>	<input type="text" value="Circ Printer"/>	EMITCHE2	11/29/2018	⋮
3	<input checked="" type="checkbox"/>	<input type="text" value="██████████@oswego.edu"/>	<input type="text" value="ILL Printer"/>	EMITCHE2	11/29/2018	⋮
4	<input checked="" type="checkbox"/>	<input type="text" value="██████████@oswego.edu"/>	<input type="text" value="Acq/Cat Printer"/>	EMITCHE2	11/29/2018	⋮

Automatic Email Manager Setup

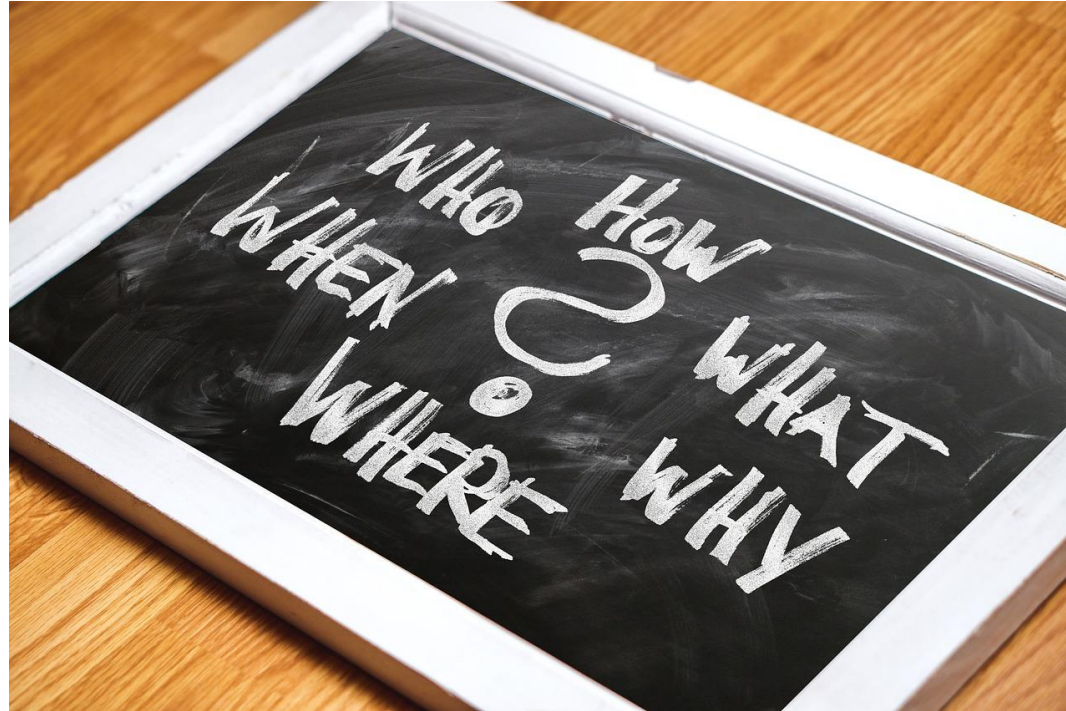


Best Practices

- If possible, install the application on a Windows server that is managed by your IT department.
- Set the application to delete emails after they print.
- Use email names that are recognizable, but not easy for bots to find and spam.
- Avoid using staff email accounts or existing shared account.
- Use you institution's domain. Do not use public free accounts.
- Setup flags in the application that only print from Alma email accounts.
- Determine the best time to poll emails.
 - Talk to your IT department about intervals.
 - Determine the intervals based on workflow.
 - Best interval are between 1 and 5 minutes.
- Non-server installation.
 - Make sure staff is aware of the PC.
 - Keep it out of the way and locked. I.e. Ctrl-Alt-Delete
- Avoid logging into email account to check emails.

This will avoid accidently marking an email as unread.
- If emails need to be archived, create rules to do that in the application.
- Do not share email addresses with printers. Each printer must use a unique email address.

Questions / Comments



Please post any questions to [basecamp message board](#).
Feel free to tag me in the post.



Juan Denzer (Oswego)